

Site Plan: MINOR DEVIATION

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING		\$660		2660
DPLU ENVIRONMENTAL				
DPW ENGINEERING		**		
DPW INITIAL STUDY REVIEW				
STORMWATER				
DEH	SEPTIC/WELL SEWER			
DPR				
INITIAL DEPOSIT \$660				

VIOLATION FEE \$660

***See Website:** <http://www.sdcountry.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

** Do not collect DPW fee at intake. Planner will determine if DPW review and fee (\$475) are necessary.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

--- Plot Plan
[346S Supplemental Application Form](#)
[LUEG:SW Stormwater Intake Form for Development Projects](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under **(Step 2)** must be completed, signed and **submitted as Hardcopies**. Go to [DPLU Zoning Forms](#).

--- Plot Plans: **Four (4) hard copies**
 215 Minor Deviation Minimum Requirements Checklist: **One (1) hard copy.**
 346 Discretionary Permit Application Form: **One (1) hard copy.**
 346S Supplemental Application Form: **One (1) hard copy.**
 LUEG:SW Stormwater Intake Form for Development Projects: **One (1) hard copy.**

All forms listed below are informational only and shall not be submitted.

These are also available at: [DPLU Zoning Forms](#).

906 Signature Requirements
 ZC001 Defense and Indemnification Agreement
 ZC090Z Typical Plot Plan

NOTES:

1. Please copy/save each study, report, plot plan, or map as a separate PDF document on the CD(s).
2. Save as many PDF documents as possible on each CD. Provide two (2) copies of each CD.
3. **Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
4. Provide Four (4) complete sets of plot plans.
5. Provide on plot plan a summary table and square footages of all existing and proposed structures/ uses.
6. Provide a detailed description of proposed Minor Deviation.
7. **Create and Print on the Plot Plans a Cumulative Change Table** (see example below). Indicate proposed change in percentage (%). Any changes of less than 10% require approval of a Minor Deviation and any changes of more than 10% require approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%

*This project has brought the net change to 9.5% Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.

Any change beyond a cumulative 10% requires a Modification.